Operator's Lesson Plan

NCIC LOCATE TRANSACTIONS

I.   Introduction

1.   Every time a recovery is made, the recovering agency must transmit a locate message. The purpose of the locate message is to indicate that the Wanted person has been apprehended, the Missing person has been found or the Property has been recovered. Failure to do so may result in false arrest, detaining an innocent citizen, a civil law suit, or worse. If Locate data is shown on a hit response, this may indicate that the record is possibly no longer active. A Locate message is the only transaction a recovering agency can make against another agency's record. **NCIC Locate Transactions are to be used for out-of-state hits only.**

2.   In the Missing Person File, a locate message indicates the whereabouts of the missing person has been determined and retires the record from the file. The only exceptions to placing a locate message occur when the hit contains an extradition limitation or NOEX in the MIS Field, and the agency finding the person is outside the geographical area of extradition. In such a case, the record should not be located. All records on file for the found missing person, apprehended wanted person, or recovered property must be located to ensure that they are in the correct status. A locate message cannot be used by the agency that placed the record in NCIC 2000.

3.   A locate transaction should be made against the record of another agency only after all of the following conditions have been met: 1) A hit response has been obtained from an inquiry, 2) the agency holding the original case report has confirmed the hit as valid, and 3) the person or property is physically in custody.

4.   Entry of benefits and effectiveness data is not mandatory. Users are encouraged to include it in locate, clear, and cancel transactions as it provides valuable information. Benefits data are not collected for serialized securities and articles.

II.   Objectives

Upon completion of this lesson, the user will be able to answer test questions related to locating wanted file records in NCIC.

III.   Article Single/Consecutively Serialized Locate Transaction

Any agency, except the agency that entered the record, that recovers a stolen article indexed in NCIC 2000 must place a locate message on the active article record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen article(s) must contact the ORI of each record possibly identical with the article in question to confirm the hit. Following confirmation with the originating

agency(s), a locate message must be transmitted for each record that was hit and confirmed with the ORI of the record. Ten days after a record is located, it is retired.

A.   NCIC Article Locate Transaction (N_LA) Single Article
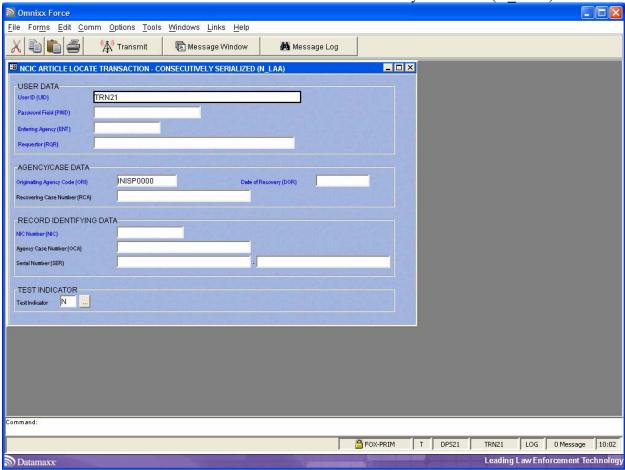

Agency/Case Data

1.   Date of Recovery (DOR)
   a.   Required.
   b.   MMDDYYYY.
   c.   Cannot be a date earlier than the date of warrant (DOW), date of theft (DOT), or date of last contact (DLC).

2.   The remaining fields need to be filled when Benefits and Effective data is being collected.

Record Identifying Data

    1.   Locate Format Points:
        a.   NIC Number/Agency Case Number (OCA)
        b.   NIC Number/Article Serial Number (SER)
        c.   NIC Number/Owner Applied Number (OAN)

    B.   NCIC Article Locate Transaction – Consecutively Serialized (N_LAA)

Agency/Case Data

    1.   Date of Recovery (DOR)
        a.   Required.
        b.   MMDDYYYY.
        c.   Can not be a date earlier than the date of warrant (DOW),
                date of theft (DOT), or date of last contact (DLC).

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2.   Recovering Case Number (RCA)
   a.   Minimum of one and maximum of twenty characters. If the first seven characters of RCA equal the first seven characters of RRI, the entry will be rejected.

Record Identifying Data

1.   NIC Number (NIC)/Serial Number (SER)
   a.   When locating a partial group use the lowest serial number to the highest serial. If there are breaks in the consecutive order, send separate messages.

2.   NIC Number (NIC)/Agency Case Number (OCA)
   a.   **Must** be used **only** when locating an entire group.

3.   NIC Number (NIC)/Serial Number (SER)
   a.   When locating one record from a group record, the serial number must be repeated on both sides of the hyphen.
   b.   The NIC/OCA is not be used locating a single record or partial group.